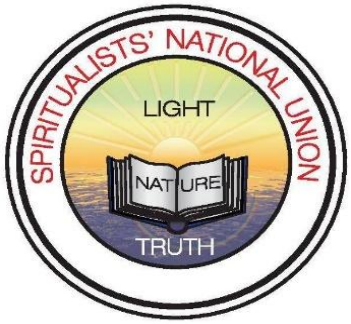


THE SPIRITUALISTS' NATIONAL UNION OF WA INC.

ABN: 50 060 192 008

RULES FOR ALL CHURCHES / CENTRES AFFILIATED TO THE SPIRITUALISTS' NATIONAL UNION OF WA INC.

These Rules were approved by the Executive Committee of the Spiritualists' National Union of WA Inc. and take effect from 1st January 1997. They are prepared in accordance with the constitution of the Spiritualists' National Union of WA Inc.

THEY ARE TO BE OBSERVED BY ALL CHURCHES/CENTRES IN ACCORDANCE WITH THEIR TERMS OF AFFILIATION.

These Rules supersede all previous editions, including any alterations, amendments, and additions made thereto.

President

The Spiritualists' National Union of WA Inc.

Rev. 2. 13th September 2026 – Approved by the Executive Committee

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RULES OF CONSTITUTION

Rule 1. Name

The name of the association is The Spiritualists' National Union of WA Incorporated.

Rule 2. Type of Entity

The association is a Not-For-Profit association incorporated under the Associations Incorporation Act 2015 (WA), and a registered charity reporting annually to the ACNC.

Rule 3. Definitions

In these Rules:

- **ACNC** means the Australian Charities and Not-for-Profits Commission.
- **ACNC Act** means the Australian Charities and Not-for-Profits Commission Act 2012.
- **Association** means The Spiritualists' National Union of WA Incorporated.
- **SNU** means The Spiritualists' National Union of WA Incorporated.
- **Registered Charity** means an organisation that is registered as a charity under the ACNC Act.
- **the Church** means The Spiritualists' National Union of WA Incorporated.
- **the Executive Committee** means the Management Committee of The Spiritualists' National Union of WA Incorporated.
- **Spiritualism** means the religion and religious philosophy of Spiritualism as defined in Rule 4.
- **Affiliated body** means a Spiritualist Church or Society or other institution or body of persons in affiliation with the SNU as a Church or Kindred Body in accordance with the SNU's Rules for all Churches.
- **Incompatible body** means any Spiritualist organisation which incorporates within its title, principles or statement of beliefs any reference to the principles, beliefs, religious leader, symbols, trappings or practices of any other religion or religious documentation.
- **Spiritualist healing** means a form of healing by the use of forces and energies from the world of spirit channelled through the healer by the laying on of hands, prayer, or the direction of thought from a distance.
- **Registered Approved Healer** means a Spiritualist healer who is for the time being entered by the Members' Secretary on the SNU Register of Approved Healers.
- **Registered Trainee Healer** means a Spiritualist healer who is for the time being entered by the Members' Secretary on the SNU Register, has not yet completed the required training and hours.

- **Personal Property** means all possessions of the Church other than land.

3.1 Relationship between Rules and Association Act

The Association Act overrides any provision in this set of rules that is inconsistent with the Association Act.

Rule 4. Object and Purposes

The object of the Church is to pursue the following charitable purposes:

1. The advancement of the religion and religious philosophy of Spiritualism based on the Seven Principles.
2. The holding of religious services for public worship.
3. The training of all in the principles of the religion, religious philosophy and science of Spiritualism.
4. Such charitable objects as may be decided upon from time to time by special resolution of the full members in a general meeting. No object shall be included which is inconsistent with the status of the Church as a religious charity.

Rule 5. Powers

Subject to the Association Act, the association may do all things necessary to lawfully pursue its objects and charitable purposes.

Rule 6. Principles

6.1 Seven Principles

The Church accepts the following Seven Principles as set out by The Spiritualists National Union of WA Inc.:

1. The Fatherhood of God.
2. The Brotherhood of Man.
3. The Communion of Spirits and the Ministry of Angels.
4. The continuous existence of the Human Soul.
5. Personal Responsibility.
6. Compensation and retribution hereafter for all the good and evil deeds done on earth.
7. Eternal progress open to every Human Soul.

The Seven Principles shall be inscribed in the Membership Roll Book.

Rule 7. General Requirements

7.1

The Church shall as a condition of full affiliation:

- (a) Conform to the SNU constitution and be aware that this constitution imposes a legally binding obligation upon the association and upon each member to observe all of its rules.
- (b) Conduct its affairs in accordance with the Rules for All Churches from time to time approved and published by the SNU.
- (c) Not be in affiliation or association with, or in membership of, any Incompatible organisation.
- (d) Not at any time or in any form in the furtherance of its objects and activities introduce, include, utilise or otherwise declare, either in whole or in part, any symbols, trappings or practices of any other religion or religious denomination.
- (e) Not incorporate within its title any reference to any other religion.

7.2

Each Church/Centre shall always maintain a current copy of the Rules for all Churches. A copy of the Rules for all Churches shall be issued, free of charge, to every full and associate member at the time their membership commences.

7.3

The Church shall observe the Code of Administrative Practice set out in Schedule 1 to these Rules so far as is practicable.

Rule 8. Not-for-Profit

8.1 Property and Income

The property and income of the association shall be applied solely to promoting its object and purposes, and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in promoting such object and purposes.

Rule 9. Membership Requirements

9.1 Number and Classes of Members

The Church shall be composed of an unlimited number of members of two classes but with a minimum of six (6) members with full voting rights. No member can belong to more than one class.

- (a) Associate Members
- (b) Full Members - which shall include Honorary Members.

A member has all the rights provided to members under the constitution, including the right to vote, and other rights and benefits as determined by the committee or by resolution of the members at a general meeting.

9.2 Incompatible Membership

No person shall be eligible for membership of the Church if they are a member of any incompatible body or hold any position in, or any award of, such body.

9.3 Application for Associate Membership

Any person who supports the objects and charitable purposes of the Church is eligible to apply for membership. The committee, upon application through the secretary to the committee, may grant associate membership. The committee may accept, defer or refuse applications at its discretion without being required to state its reasons. The secretary shall notify each applicant of the committee's decision. It is the responsibility of the member to notify the Church if their contact details change.

9.4 Invitation to Full Membership

Full membership shall be by invitation from the committee and shall be open only to:

- (a) Those who have been associate members of the Church for not less than six months; or
- (b) Those who are currently full members of another affiliated church or have been such within the preceding twelve months.

9.5 Membership Roll Book

A Church Membership Roll shall be maintained, which shall be signed by every full member to signify acceptance of the Seven Principles.

9.6 Members Register

9.6.1 Contents of Members Register

A member's register will be maintained and kept updated and contain:

- Full names of each member; contact postal, residential or email address of each member; the class of membership and the date each person becomes both Associate and Full member.
- The members' secretary shall ensure that any membership changes are recorded in the register within twenty-eight (28) days after any change and maintained where the committee decides.
- All membership records are the property of the church and shall be kept within the church.
- All membership records and personal data shall be secured and processed in line with the prevailing Privacy Act and Australian Privacy Principles.

9.6.2 Inspection and Copying of Members Register

- A member shall be entitled to inspect the members' register free of charge, at such time and place that is mutually convenient to the association and the member.
- A member shall contact the members' secretary to request to inspect the members' register.
- A member may make a copy of details from the members' register but has no right to remove the members' register.
- The committee may require a member who requests a copy of the members' register to provide a statutory declaration stating the purpose for the request and the relation to the association's affairs.

9.6.3 Prohibited Use of Information on Members Register

A member shall not use or disclose the information on the members register:

- To gain access to information that a member has deliberately denied to them (e.g. in relation to a social, family or legal difference or dispute involving the latter member).
- To contact, send material to the association or a member for the purpose of advertising for political, religious, charitable or commercial purposes, or
- For any other purpose unless the use of information is approved by the committee and for a purpose directly connected to the association's affairs or to provide information to the Commissioner under the Incorporated Associations Act.

9.6.4 Members Register Access Policy

Under Section 57 of the Associations Act, there is an applicable fine of $10,000 should any member receiving a copy of the members register use or disclose any information that contravenes the Act and Rule 9.6.3. Ask the member to declare they are aware of this fine.

9.7 Commencement of Membership

Associate membership shall date from the date of acceptance by the committee and full membership from the date of signing the membership roll, which, if desired by the Church members, may be incorporated into a simple ceremony emphasising the responsibilities of full membership.

9.8 Rights of Associate Members

Associate members shall have all the rights of membership except that they shall not be eligible to vote at general meetings nor nominate for or have a seat on the committee.

9.9 Minimum Age for Membership

The minimum age for full membership shall be 16 years, but full members under the age of 18 years may not vote on any legal or financial business. The minimum age for associate membership shall be 14 years.

9.10 Honorary Members

The SNU in a general meeting may, at the instance of the committee, elect as Honorary Members full members who have rendered long or distinguished service to the Church or to the cause of Spiritualism. They shall retain all the rights of full membership without being required to pay the subscription and still be eligible to serve on any church committees.

9.11 Cessation of Membership

The member's secretary shall keep a record of the date of termination and reason of termination within 28 days of the change in membership.

Membership shall cease upon the occurrence of any of the following events:

- (i) Death.
- (ii) Receipt by the secretary of written notice of resignation.
- (iii) Dissolution of the Church/Centre.

- (iv) Becoming a member of any organisation holding principles deemed by the executive committee to be incompatible with the Seven Principles or acquiring any position in, or any award of, such organisation.
- (v) Exclusion by resolution of the executive committee if the member refuses/neglects to comply with this constitution or the member's behaviour is detrimental to the interests of the association.
- (vi) Non-Payment of subscriptions under Rule 23.
- (vii) Conduct considered by the committee to be prejudicial to the ideals of Spiritualism or detrimental to the Church for the furtherance of its objects.

Provided that:

1. A resolution in pursuance of sub-paragraph (vii) hereof shall be effective only if the person concerned has been given:
    - Not less than thirty days' notice in writing of the meeting of the committee at which the resolution is to be presented.
    - The opportunity to make written representations thereon within that period; and
    - The opportunity to make oral representations thereon at such meeting of the committee.
2. Any resolution under this paragraph shall take effect forthwith, but the member shall have the right of appeal by giving written notice within fourteen (14) days of receiving notification.

A member may be reinstated after an appeal if the executive committee's decision is revoked; and any act performed by the committee or members in a general meeting during that period is deemed valid.

The termination of membership from any cause shall not affect the right of the Church to enforce payment of debts and the fulfilment of the obligations incurred before the date of such termination.

Rule 10. General Meetings

10.1 General

The control of the affairs of the Church shall be vested in the full members in general meetings. An annual general meeting or special general meeting may be called at any time by the executive committee or by members forwarding a notice in writing to the secretary or the president in the absence of the secretary. The quorum for any general meeting shall be one-third (1/3) or 6, whichever is the smaller number of full members. Such general meetings shall be either:

- (i) Annual General Meeting
- (ii) Special General Meeting

The Church shall observe the Standing Orders for General Meetings set out in Schedule 2 to these rules. Any adjournment of a general meeting to another date shall require twenty-one (21) days' notice.

- (a) A member may vote by or appoint a proxy to vote on their behalf at an annual general meeting or special general meeting.
- (b) Notice of and motions at an annual general meeting or special general meeting shall comply with procedures in Rules 10.2 and 10.3.
- (c) All meetings are considered valid regardless of whether they are held in person. Or, wherever practical, online meetings should be accessible via Zoom or Microsoft Teams to ensure all participants have an opportunity to attend.

10.2 Annual General Meeting and Purpose

An annual general meeting shall be held each calendar year, within six (6) months after the end of the financial year or within a longer period if the Commissioner so allows. The date, time and place shall be determined in general meeting by the executive committee.

- (a) Notice of the date, time and agenda of the meeting shall either be given in writing to every member not less than six (6) weeks before the meeting or publicly displayed on the Church/Centre notice board for a similar period, during which the chairpersons at Church/Centre services shall announce that the notice of the annual general meeting is posted on the notice board.
- (b) Elect and appoint those nominated members to the Centre and executive committees.
- (c) The notice will specify that it is the annual general meeting for the Church and shall comply with all specifications in 10.2.
- (d) The committee shall submit to the annual general meeting a report of the activities of the Church/Centre for the preceding year and an audited/reviewed financial statement consisting of a balance sheet and an income and expenditure account and such other accounts as it may deem necessary, made from 1st July to 30th June of that financial year. A copy of these accounts shall be available to all members attending the meeting and to other members on request.

10.3 Special General Meeting

- (a) Any meeting that is not an annual general meeting is called a special general meeting and can be called at any time.
- (b) A special general meeting shall have a specific purpose to deal with business that cannot wait for the annual general meeting. It may consider a range of matters, including those that shall be decided by a special resolution.
- (c) The manner of calling, the quorum and procedure of a special general meeting are the same as for an annual general meeting, although the business to be conducted will be different. Notice given as per Rule 11.2.2.

10.4 Members Call for Annual General Meeting or Special General Meeting

- (a) In the event that members request an annual general meeting or special general meeting as per Rule 10.1, the executive committee shall within twenty-one (21) days forward a notice of an annual general meeting or special general meeting to all members and hold that meeting within two (2) months of the member's request.
- (b) A member's request for an annual general meeting or special general meeting under Rule 10.3(a), shall state the purpose of said meeting, be signed by at least 20% of members entitled to vote at the said meeting and be lodged as per Rule 10.1.

10.5 Failure to Hold Members-Requested Annual General Meeting or Special General Meeting

- (a) If the executive committee does not call the members-requested meeting as per Rule 10.1 within twenty-one (21) days of request, a majority (being more than 50%) of the members who made the request may call and arrange to hold an annual general meeting or a special general meeting.
- (b) To call and hold the general meeting under Rule 10.5(a), the members shall follow the respective general meeting procedures set out in this constitution; call the meeting using the members' register, which the Church will provide at no cost; and hold the meeting within three (3) months after the meeting request under Rule 10.4(a) was lodged as per Rule 10.1.
- (c) The Church shall pay the members holding the meeting under Rule 10.5 any reasonable expenses incurred by them because the executive committee did not call and hold the meeting under Rule 10.3.

10.6 Financial Statements, Reports and Annual General Meetings

- (a) As a tier 1 association and where a majority (more than 50%) of members present at a general meeting pass a resolution to this effect, or the Commissioner directs the association to do so, the Church shall ensure that Rule 10.2(d) is carried out.
- (b) If required by the Association's Regulations and/or the ACNC, lodge the annual return with the Commissioner and/or the ACNC.

10.7 Other

- (a) Any general meeting, including any under Rule 30.2, may be convened by authority of the SNU in such manner as it may consider appropriate in the circumstances and shall be presided over by a member of the SNU executive committee.
- (b) A written vote (poll) may be requested by the chairperson or at least three members present at any annual general meeting or special general meeting.

Rule 11. Resolutions

11.1 General

Business at general meetings shall be conducted by means of:

- (a) Special Resolutions
- (b) Ordinary Resolutions

and shall be subject to Rule 31 as appropriate.

11.2 Special Resolutions

11.2.1

A Special Resolution shall be necessary to:

- (a) Amend the name of the Church
- (b) Amend the constitution
- (c) Affiliate the Association with another body
- (d) Transfer the incorporation of the Church
- (e) Amalgamate the Church with one or more other incorporated associations
- (f) Voluntarily wind up the Church
- (g) Cancel the incorporation of the Church
- (h) Request that a statutory manager be appointed to the Church,

and shall:

- (i) Be passed at an annual general meeting or special general meeting at which the quorum specified in Rule 10.1 is present, and
- (ii) Be supported by the votes of not less than seventy-five per cent (75%) of the members present in person, and entitled to vote at the annual general meeting or special general meeting.

11.2.2 Notice of Special Resolution

For a special resolution to be passed by the members at an annual general meeting or special general meeting:

- (a) Notice of special resolution shall be delivered to each member not less than twenty-one (21) days before the meeting, or the resolution shall be publicly displayed on the Church/Centre notice board for a similar period, during which the chairpersons at church services shall announce that resolutions for the general meeting are posted on the notice board.
- (b) The notice shall be in writing stating the place, date and time of the meeting where the special resolution will be presented. The intention to propose the special resolution and the wording of the proposed special resolution must be included.
- (c) If notice is not given in accordance with 11.2.2 (b), the special resolution shall have no effect.

11.3 Ordinary Resolutions

An ordinary resolution is a resolution that is not a special resolution as described in 11.2.1, observing the following procedure:

- (a) Be passed at an annual general meeting or special general meeting at which the quorum is present.

- (b) For an ordinary resolution to be passed it must be supported by more than fifty per cent (50%) of the members present. A declaration and outcome of the resolution shall be entered into the minutes.

Rule 12. Voting

12.1 Voting Rights

Except as otherwise provided in Rule 9.9, each financial full member present at a general meeting shall be entitled to one vote; proxy votes shall not be allowed. In the case of an equality of votes, the chairperson of the meeting shall have a casting vote in addition to his/her deliberative vote.

12.2 Method of Voting

- (a) **Ballot:** All special resolutions and the elections of officers and committees shall be decided by ballot of those present.
- (b) **Show of hands:** All other matters shall be decided on a show of hands by simple majority unless a ballot is called for by the chairperson or by any five full members present.
- (c) A question arising in a committee meeting is to be decided by a majority of votes, but if there is an equality of votes, the Meeting Chair is entitled to a second vote.

Rule 13. Committee and Powers

13.1 Role

The Spiritualists' National Union of W.A. Inc. shall be administered by the Executive Committee elected by and subject to the direction of full members in a general meeting. The Executive Committee shall take all reasonable steps to ensure the association complies with its obligations under the Association Act, this constitution and all other applicable laws. Signing a confidentiality agreement.

13.2 Powers

Subject to the Association Act, this constitution and any lawful resolution passed by the association in a general meeting, the executive committee:

- (a) May exercise all powers and functions that are required by this constitution to be exercised by a general meeting, and
- (b) Has power to perform all acts and do all things as appear to the executive committee to be necessary or desirable for the proper management of the Church’s business and affairs.

13.3 Composition of Committees

The executive committee shall have no less than 6 elected officers, be elected by the full members in the annual general meeting and shall consist of:

- (a) A President, 1st Vice-President, a Treasurer and a Secretary (no person shall hold more than one of these positions)
- (b) Membership Secretary

- (c) An Almoner
- (d) Mediums Coordinator
- (e) Leader of the Guild of Spiritualist Healers
- (f) The CEO or a Representative of the Church/Centres

The Church/Centre committee may enlist the aid of others who are not members of the committee to assist in the Centre operations. The committee shall consist of:

- President
- 1st Vice
- Treasurer
- Secretary
- Committee Member(s)

13.4 Temporary Posts

The committee may create temporary posts for specific purposes and appoint to them any full members of the Church, whether they be members of the committee or not. Any such temporary post shall not carry with it membership of the committee and shall terminate at the next annual general meeting.

13.5 Resignation of Committee

The committee may by affirmative vote supported by a majority of its members resign as a whole and request the executive committee to convene a special general meeting to elect a new committee. Nominations in this case being taken from the floor of the meeting; the resignation shall take effect, and the new committee shall take office from the close of the special general meeting.

13.6 Termination of Appointment of Committee

The Spiritualists' National Union of W.A. Inc. may, by special resolution in general meeting, terminate the appointment of the committee or of any officer or member of the committee (by ordinary resolution) on any of the grounds contained in Rule 18 as deemed appropriate. The meeting shall thereupon elect a new committee or member, nominations in this case being taken from the floor of the meeting.

13.7 Resignation from Membership of Committee

Resignation of an individual officer or member of the committee shall be in writing delivered to the president. Resignation of the president shall be in writing delivered to the vice-president. Resignation shall become effective upon delivery.

13.8 Duration of Membership Committee

Except as otherwise provided in these rules, all officers and members of the committee shall serve until the close of the following annual general meeting and shall be eligible for re-election, if nominated, or re-appointment.

Rule 14. Casual Vacancies

14.1 Casual Vacancy

(a) Presidency

In the event of a casual vacancy in the office of president, the vice-president shall assume the office; if they are not willing, the vacancy shall be filled by the committee from among its own number. Such member shall serve for the unexpired term of office of his predecessor. The resulting vacancy shall be filled in accordance with (b) below.

(b) Other

The committee shall without delay fill all other casual vacancies by co-option of full members qualified under Rule 15. Such members shall serve for the unexpired term of office of their predecessors. The vacancy may remain unfilled if a period of less than two months remains.

14.2 Acting Posts

If, when any vacancy is to be filled by co-option, there are insufficient qualified full members willing to serve, the vacancy shall not be filled, but the committee may create an acting post for such purpose and appoint to it any full member of the Church. Any such acting post shall terminate at the next annual general meeting or upon the earlier co-option of a qualified full member.

Rule 15. Qualifications for Position

15.1 General

- (a) **Eligibility:** No candidate shall be eligible for any office on any committee if at the time of election, appointment, or co-option:
    - (i) The person is not a fully paid-up member; or
    - (ii) The person is disqualified in accordance with the provisions of Rule 18.2.
- (b) **Fully Paid-Up Member:** The person shall be deemed to be a fully paid-up member if:
    - (i) The person has paid the current annual subscription; or
    - (ii) The person's subscription for the current year has been waived by the committee; or
    - (iii) The person is an honorary member.

15.2 Qualifications

- (a) **Officers:** A candidate for election, appointment or co-option as an officer must be a natural person (i.e. a human being) and a full member over the age of 18 years, and have been such for a period of six months immediately prior to the date of election, appointment or co-option.
- (b) **Other Positions:** A candidate for election, appointment or co-option to any other position on the committee must be a full member and have been such for a period of six months immediately before the date of election, appointment or co-option.
- (c) **Positions in other Churches:** A candidate shall not be eligible for election, appointment or co-option to any position on the committee whilst holding any position

on any other Church committee or taking part in the management of any other Church, whether affiliated to the Spiritualists' National Union or not.

Rule 16. Nominations for Committee

- (a) Not less than six (6) weeks before the date fixed for the annual general meeting, nomination forms indicating the positions to be filled shall be delivered to all full members and made available in a prominent place in the Church. The completed forms shall be either returned by email or placed in a secure box provided for this purpose within the Church.
- (b) A member who wishes to be on the executive committee or centre committee must be nominated by at least two (2) other full members. The closing date for nominations to be returned (usually four (4) weeks prior to AGM) is stated on the official letter advising of the annual general meeting that accompanies the nomination forms.
- (c) Each person validly nominated for all positions will receive a consent form of acceptance. The form shall require the nominee to declare their willingness to carry out the duties of office if elected and their agreement to resign if their loyalties to another organisation conflict with their duties and loyalties to the Church. The signed consent forms must be returned prior to the annual general meeting.

Rule 17. Election of Committee

17.1 General

The election of all the committees shall take place by ballot or show of hands at the annual general meeting.

17.2 Order of Elections

With the exception of (f) below, the following positions shall be filled by a separate ballot from among the candidates nominated for those positions in the order of names:

- (a) President
- (b) Vice-President
- (c) Treasurer
- (d) Executive Secretary
- (e) Such other elective positions as may have been created
- (f) Ordinary Members of Committee; and if applicable

The ordinary members of committee referred to in (f) above shall be elected by a single ballot from among all the candidates nominated as an ordinary member of committee.

17.3 Voting

In the ballot each qualified voter shall have as many votes as there are vacancies to be filled but shall not be obliged to cast all of them. The candidate or candidates receiving the highest number of votes shall be declared elected.

17.4 Insufficient Candidates/or Vacancies

If, when any ballot is to be taken, there are insufficient candidates to fill the vacancies, the following procedure shall be observed:

(a) Presidency

If there is no candidate to fill the office of president, any vice-president and any candidate for the office of vice-president shall be deemed to be a candidate for the office of president. If there are no such willing candidates, the financial secretary, secretary and any candidate for either of these offices shall be deemed to be a candidate for the office of president.

If there are no such willing candidates, elections for all positions shall stand adjourned, and it shall be left to the committee to seek fresh nominations for all positions in accordance with Rule 16.

(b) Other Vacancies

If there are insufficient candidates to fill any other vacancies, provided that the number of such vacancies is less than the quorum required for the committee, fresh nominations shall not be accepted, but it shall be left to the committee to fill the remaining vacancies by co-option of qualified full members.

(c) Adjournment of Elections

If the number of vacancies for which there are insufficient candidates is equal to or more than the quorum required for the committee, elections for all positions shall stand adjourned, and it shall be left to the committee to seek fresh nominations for all positions in accordance with Rule 16.

17.5 Alternative Procedure for Elections

The Church may by special resolution adopt the following alternative provisions to those contained in Rules 13.8 and 17.2:

"One half of the members of the committee shall be elected in each year, serving for two years. One half of the members of the committee shall each be elected in each year: the president and the financial secretary shall each be elected in one year and the vice-president and the secretary in the alternate year. Where there is more than one vice-president, at least one shall be elected in each year."

Any such special resolution shall not come into operation until after the meeting at which it has been passed and may be revoked only by a further special resolution.

Rule 18. Termination of Membership of the Committee

18.1 Grounds for Termination of Membership of the Committee

The position of a member of the committee shall be terminated:

- (a) If for any reason the person loses any of the qualifications under Rule 15 which entitled the person to be elected, appointed or co-opted; or
- (b) If by due notice in writing the person resigns; or
- (c) If the person becomes of unsound mind; or

- (d) If a resolution to terminate the person's membership of the committee is passed by the committee on one or both of the following grounds:
    - (i) That in the opinion of the committee the person has persistently neglected his duties.
    - (ii) That the person has absented themself from three or more consecutive committee meetings in any electoral year without leave having been given by the committee and duly recorded in the minutes.
- (e) If a resolution to terminate the person's membership of the committee is passed by a special general meeting on one or more of the following grounds:
    - (i) That the person has committed an arrestable offence during the person's period of office.
    - (ii) That under the Police Act or Criminal Code the person has a conviction for an arrestable offence.
    - (iii) That the person's conduct is prejudicial to the ideals of Spiritualism or detrimental to the Church for the furtherance of its objects.
- (f) If an order for the termination of the person's membership of the committee is made by a complaint; or
- (g) If a resolution to terminate the person's membership of the committee is passed by the executive committee in accordance with the report of enquiry under Rule 30.3.

18.2 Disqualification from Office on a Committee

Any person whose membership of the committee has been terminated on the grounds contained in Rule 18.1(e) shall be disqualified from holding office in any affiliated body in accordance with the following provisions:

- (a) They are a current employee of the association.
- (b) In the previous five years, they have been convicted of or imprisoned for:
    - (i) An indictable offence under the laws of any state or territory of the Commonwealth of Australia in relation to the promotion, formation or management of a body corporate.
    - (ii) An offence involving fraud or dishonesty punishable by imprisonment for a period of three (3) months or more under the laws of any state or territory of the Commonwealth of Australia; or
- (c) They are:
    - (i) Bankrupt; or
    - (ii) Unless the person has obtained the consent of the Commissioner, a person whose affairs are under insolvency laws.
- (d) Unless they have obtained the consent of the Commissioner, a person who has committed a breach of the following Officer’s duties:

- (i) Duty of care and diligence,
- (ii) Duty of good faith and proper purpose,
- (iii) Duty not to improperly use their position,
- (iv) Duty to ensure that the association does not incur a debt while insolvent, or
- (v) Duty not to improperly use information gained while an officer.

An officer who has been suspended as a member (under Rule 9.11 'Provided that') cannot act in the position of an officer until their period of suspension as a member has expired.

18.3 Termination of Appointment of Committee

The appointment of the executive committee or any committee as a whole may be terminated by special resolution in a general meeting on one or both of the following grounds:

- (a) Persistent neglect of duty.
- (b) Conduct prejudicial to the ideals of Spiritualism or detrimental to the Church for the furtherance of its objects.

Rule 19. Meetings of the Committee

19.1 Meetings

(a) Regular Meetings

Regular meetings of any committee shall be held not less than once in every two months.

(b) Notice and Additional Meetings

The executive secretary shall ensure that each officer is given at least forty-eight (48) hours' notice of each committee meeting.

Additional meetings of any committee may be convened by the president, vice president, or chairperson and one other officer by giving notice to all members of the committee stating the purpose for which the meeting is to be called.

(c) Special Meetings

A special meeting of the committee shall be convened not less than seven days and not more than twenty-one days from receipt by the secretary of a requisition signed by not less than one-third of the members of the committee and stating the purpose for which the meeting is to be called.

19.2 Conducting Executive Meeting

The president shall normally act as the Meeting Chair of each executive meeting; however, another committee member may act as meeting chair if the president is unavailable. Business can only be conducted if the quorum (in 19.3) is present. All executive committee members have the right to attend and vote at an executive meeting.

19.3 Quorum for Executive Meeting

Each officer present has one vote, but the quorum for the transaction of business shall be a majority (more than 50%) of the members of the executive committee. The quorum must be present for the entire meeting.

19.4 Executive Committee Circular Resolutions

- (a) The Executive Committee may pass a circular resolution without a board meeting being held.
- (b) A committee circular resolution is passed if all the officers entitled to vote on the resolution sign or otherwise agree to the resolution in the manner set out in Rule 19.4 (c).
- (c) Each officer may sign:
    - (i) A single document setting out the resolution that contains a statement that they agree to the committee circular resolution, or
    - (ii) Separate copies of that document, as long as the wording of the committee circular resolution is the same in each copy.
- (d) The Church may send a committee circular resolution by email to the officers, and the officers may agree to the committee circular resolution by sending a reply email to that effect, including the text of the committee circular resolution in their reply.
- (e) A committee circular resolution is passed when the last officer signs or otherwise agrees to the committee circular resolution.
- (f) If the circular resolution occurs by email, the circular resolution and the officers' emailed agreements need to be presented at the next meeting for ratification and entered in the minutes as a formal record.

19.5 Delegation to Others

- (a) The executive committee may delegate, in writing, to any person any authority, power or function and may cancel any authority, powers or functions, as the board sees fit from time to time.
- (b) Despite a delegation under this rule, the committee may continue to exercise all its functions, including any delegated functions, and at all times remain responsible for the exercise of those functions.

Rule 20. Duties of Committee Officers

20.1 General Officers' Duties

Officers shall comply with their duties as officers under legislation and common (judge-made) law and, where applicable, with the duties described in Governance Standard 5 of the ACNC Regulations, and shall:

- (a) Exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were an officer of the Church;
- (b) Act in good faith in the best interests of the Church;
- (c) Act for a proper purpose;

- (d) Act to further the charitable object and purposes of the Church;
- (e) Act in the best interests of the Church;
- (f) Not misuse information gained in their role as an officer;
- (g) Disclose any perceived or actual material conflicts of interests;
- (h) Ensure that the financial affairs of the Church are managed responsibly; and
- (i) Not allow the church to operate while insolvent;
- (j) Not improperly use:
    - (i) Information obtained because they are or were an officer, or
    - (ii) Their position as an officer, to gain an advantage for themselves or another person; or cause detriment to the Church.

20.2 Terms of Office

- (a) The officers appointed at incorporation of the church shall remain as committee officers until the conclusion of the first annual general meeting and shall be eligible for re-election.
- (b) An officer's term of office starts on the date at which they were elected, and ends on the date on which they retire, are expelled or suspended or where membership is terminated under Rule 18.

The duties of the Officers shall include the following:

20.3 President and Vice-President

- (a) The president shall preside at all public services and church and committee meetings unless the executive committee authorises other arrangements and, subject to the direction of the executive committee, shall supervise the conduct of all the activities of the Church/Centre. The president/vice-president shall be responsible for taking all possible action to uphold the Rules for all Churches/Centres and maintain the constitutional and financial obligations of the Church/Centre to the SNU. The vice-president or (if more than one) one of the vice-presidents in order of seniority shall deputise for the president.
- (b) The order of seniority shall be determined by the Church committee or by members in a general meeting. On behalf of the committee, the president shall present a report of the activities of the SNU Church/Centre to the annual general meeting.

20.4 Treasurer

- (a) The Treasurer shall pay all accounts passed by the committee, receiving receipts for such payments. The person shall file all receipts and documents for examination by the auditor/reviewers. The person shall keep a complete set of account books in which shall be entered all details of monies received and paid. The person shall prepare a balance sheet and income and expenditure account for each financial year and, after auditing/reviewing of church books and approval by the committee, shall present them

at the annual general meeting of the SNU. The financial secretary shall also prepare a statement of accounts for presentation at each executive committee meeting.

- (b) The person shall maintain an inventory of all the effects of the Church and shall see that the premises and effects of the Church are fully maintained and adequately insured against fire, public liability and other risks as directed by the committee.
- (c) The person shall always exercise prudent supervision of the financial affairs of the Spiritualists National Union of WA Inc. and its Churches/Centres.
- (d) Compliance with all ACNC reporting requirements is completed, including forwarding an annual information statement and a financial report (if required) to the ACNC.
- (e) Receive all monies and issue receipts accordingly.
- (f) Bank all monies received, at least weekly, in a bank account approved by the executive committee.
- (g) Authorise minor expenditure from the petty cash advance made by the executive committee.
- (h) Record the amounts of monies received and expended (from petty cash) on the appropriate income and expenditure sheets supplied by the financial secretary.
- (i) Dispatch the completed sheets, together with all receipts.

20.5 Executive Secretary

- (a) The executive secretary/secretary shall keep minutes of all present and all business of the committee, of general meetings and resolutions, which shall be prepared as soon as possible after each meeting, which shall be signed by the president/CEO on the confirmation of the minutes at the next meeting. The executive secretary/secretary shall be responsible for all other records of the Church, except those for which the financial secretary/centre treasurer/members secretary is responsible.
- (b) The executive secretary/secretary shall conduct all correspondence except on such matters as are appropriate to the office of president or financial secretary/centre treasurer or as may be assigned to another officer. The secretary shall carry out the instructions of the committee as to the engagements of exponents and shall take reasonable steps to fill any emergency vacancies unless these duties are assigned to another person.
- (c) The executive secretary shall prepare such reports as may be required by the executive committee.
- (d) Even though some records are maintained by other members of the executive committee, it is the responsibility of the executive secretary to ensure that all records of the association are maintained in proper order.

20.6 Membership Secretary

The membership secretary shall maintain a Record of Officers and ensure that it is maintained. The record of officers shall include:

- (a) Each officer's full name;
- (b) Current postal, residential or email addresses for each officer;
- (c) Details of the position held by each officer;
- (d) Dates of appointment of each officer to their respective position, and
- (e) If applicable, dates of cessation of the appointment of each officer to their respective position.

The record of officers shall be kept and maintained at such place as decided by the executive committee.

20.7 Delegation of Duties

Any of the foregoing duties may be delegated only by decision of, or with the approval of, the executive committee.

20.8 Committee Officers Conflict of Interest

- (a) An officer shall disclose to all the officers present at the committee meeting the nature and extent of any actual or perceived material conflict of interest in a matter that is being considered at the committee meeting.
- (b) Disclose the nature and extent of the interest at the general meeting of the Church.
- (c) The disclosure of a conflict of interest by an officer shall be recorded in the minutes of the committee meeting.
- (d) Each officer who has material personal interest in a matter is being considered at a committee meeting shall not, except as provided under Rule 20.8(e):
    - (i) Be present at the committee meeting while the matter is being discussed, or
    - (ii) Vote on the matter.
- (e) An officer may still be present and vote if:
    - (i) Their interest relates to an insurance contract that insures, or would insure, the officer against liabilities incurred by the officer as an officer,
    - (ii) The officers who do not have a material personal interest in the matter pass a resolution that:
        - Identifies the officer, the nature and extent of the officers' interest in the matter and how it relates to the church's affairs, and
        - States that those officers who do not have a material personal interest in the matter are satisfied that the officer's material personal interest in the matter should not prevent the officer from being present at the committee meeting while the matter is being discussed or from voting on the matter.

Rule 21. Auditors

21.1 General

At the annual general meeting, a professional accountant or two full members of the Church or one full member of the Church and one full member of another affiliated church shall be appointed as auditors or reviewers.

21.2 Independence

No member of the committee and no spouse, partner (whether business or personal) or employee of any such person shall be qualified to act as an auditor.

21.3 Duties

The auditors shall examine all books, records and documents relating to the accounts, including investments, and shall report to the annual general meeting whether in their opinion the books are properly kept and the accounts presented give a true and fair view of the state of the finances of the Church.

Rule 22. Trusts

- (a) All personal property and monies of the SNU of WA Inc. shall be deemed to be held in trust for the Church/Centre and shall not be utilised or disposed of for the personal benefit of any individual or individuals or used for purposes not connected with the advancement of Spiritualism.
- (b) All personal property of the Church, including monies are vested in the officers and committee for the time being in trust for the Church.

Rule 23. Subscriptions

23.1 Annual Membership Fee

- (a) The amount of the annual subscription to be paid by members on the 1st of February in the following and succeeding years shall be decided from time to time by the executive committee.
- (b) Members are not liable to pay, by reason of the person's membership, any other debts incurred by or on behalf of the Church, including the costs of winding up the Church.

23.2 Due Date of Payment

The first subscription shall be payable on acceptance into membership. If initial joining occurs on or after 1st October in any year, then that payment covers the next year's subscription. Subscriptions thereafter shall be payable on 1st of February in each year.

23.3 Waiving of Subscriptions

The committee may not refuse to accept any member's subscription but may waive such.

23.4 Arrears of Subscription

- (a) If the subscription is six (6) months or more in arrears, the committee shall give the member written notice to pay the arrears within one month. Membership shall cease if payment is not made within this period.
- (b) If written notice to pay the arrears is not given to the member within twelve (12) months of the due date for renewal, the committee shall be deemed to have waived the

subscription for that year only. If the member fails to pay the following year's subscription, whether notice has been given or not, the membership shall cease.

Rule 24. Finance

24.1 Sources of Income

The income of the SNU/Church/Centre shall be derived from subscriptions, collections, voluntary contributions, special efforts and functions and any other methods approved by the executive committee. The Church funds shall be used to carry out the Church's objects and charitable purposes.

24.2 Banking

All monies of the SNU/Church/Centre (including monies derived from subsidiary activities) shall be banked regularly in an account in the name of the SNU/Church. Not less than two (2) officers shall be appointed as signatories to operate the account.

24.3 Investment

Any monies of the SNU/Church which are not likely to be required for expenditure for a considerable period shall be treated as capital and shall be:

- (a) Placed in an investment account approved by the executive committee.

24.4 Remuneration of Officers

- (a) The Church may pay an officer's travelling and other expenses properly incurred, such as:
    - (i) Attending a committee meeting or any general meeting, and
    - (ii) In connection with Church business.
- (b) No other remuneration shall be given to officers for their services as officers of the Church other than those described in Rule 24.4(a).

24.5 Payment of Expenses

- (a) No member of the Church may receive payment for any position in connection with the SNU/Church/Centre, unless the executive committee approves such payment.
- (b) All members of the SNU/Church/Centres are entitled to reimbursement from Church monies of authorised expenses/goods/services properly incurred on behalf of the Church while carrying out its objects and charitable purposes.
- (c) Subject to Rule 24.5(a)(b), none of the income or property of the Church may be paid directly or indirectly, by way of a dividend, bonus or otherwise, to a member.

24.6 Expenditure

No expenditure exceeding $5,000 in any one scheme or series of schemes shall be permitted unless it has been previously authorised by full members in a general meeting by ordinary resolution.

24.7 Insurance

- (a) The responsibility for effecting insurance shall rest with the executive committee of the SNU. Treasurer has the responsibility to ensure that the Church's insurance is always current and up to date.
- (b) As the Church/Centres hire venues for their use, the buildings as such are covered by the respective council/owners.
- (c) The insurance includes a business package to cover the committee members, volunteer healers and volunteers; public liability and loss of funds.

Rule 25. Records, Books and Minutes

Custody of the Church's books shall be determined by the executive committee and ensure that they shall be retained for at least seven (7) years.

25.1 Assets and Records of Committee Member who ceases to be a Committee Member

All account books; assets and records in connection with the SNU/Church/Centre shall be and remain the property of the SNU. They shall be handed over together with any Church/Centre documents to the president or a vice-president on the resignation or retirement of any member in whose possession they may be, within fourteen (14) days of ceasing to be an officer of the Church. The president shall ensure that all such records are handed over to the appropriate successor.

25.2 Financial Records

- (a) The Church shall keep financial records that:
    - (i) Correctly record and explain its transactions, financial position and performance, and
    - (ii) Enable true and fair financial statements to be prepared.
- (b) The Church shall retain its financial records for at least seven (7) years after the transactions covered by the financial records are completed.

25.3 Minutes

(a) Taking of Minutes

The church shall keep minutes of the resolutions and proceedings of all annual general meetings, special general meetings, extraordinary general meetings and committee meetings together with a record of the names of persons present at each general meeting and committee meeting.

The president or chairperson shall ensure that any meeting minutes are reviewed and signed as correct for the respective meeting.

(b) Inspection of Minutes

The minutes of the annual general meeting or special general meeting may be inspected by a member under Rule 25.4.

25.4 Records

25.4.1 Inspecting Record of Officeholders

- (a) Any member is able to inspect the record of officeholders free of charge, at such time and place as is mutually convenient to the church and the member.
- (b) The member may take a copy of details from the record of officeholders but has no right to remove the record of officeholders for that purpose.

25.5 Inspection of Church Books

- (a) Subject to this constitution, a member is able to inspect the church's books/files free of charge at such time and place as is mutually convenient to the church and the member.
- (b) A member shall contact the executive secretary to request to inspect the church's books/files.
- (c) The member may copy details from the Church's books/files but has no right to remove the Church's books/files for that purpose.

25.6 Prohibition on Use of Information in Church's Books & Record of Officeholders

A member shall not use or disclose information in the Church's books and record of officeholders except for a purpose:

- (a) That it is directly connected with the affairs of the Church, or
- (b) Related to a requirement of the Associations Act to provide information to the Commissioner.

Rule 26. Subsidiary Activities

Subsidiary activities may be organised under the auspices of the SNU/Church according to regulations laid down by the full members in a general meeting by ordinary resolution. Such activities shall be an integral part of the SNU/Church under the control of the committee. Whilst any subsidiary organisation shall be allowed to collect and disburse its own monies under the direction of the Centre Treasurer, such monies shall remain the assets of the SNU/Church and be incorporated in the SNU/Church accounts.

Rule 27. Spiritual Healing

27.1 General

Spiritual healing shall be conducted in accordance with the Code of Conduct issued by The Spiritualists' National Union of W.A. Inc. from time to time and shall be organised by the committee through the healing guild. And all SNU UK requirements.

27.2 Composition of Healing Guild

- (a) The healing guild shall comprise registered, approved and trainee healers under the control of a healing guild leader and executive committee.
- (b) If a Church has no suitably qualified person willing to act as the healing guild leader, the committee shall appoint a healing supervisor, who shall be a registered, approved healer and a full member of a Church/Centre.

27.3 Appointment and Registration of Healers

- (a) The appointment of the healing guild leader shall be determined annually by members of the Guild of Spiritualist Healers voting at the annual general meeting.
- (b) No such appointment shall become effective until the healer has been registered with the Guild of Spiritualist Healers.

27.4 Qualifications

- (a) The healing guild leader shall be a registered approved healer and shall be ex officio a member of the committee.
- (b) All healers shall be full members of the Church and registered approved or trainee healers with the Guild of Spiritualist Healers.
- (c) No registered trainee healer shall be eligible to be upgraded to registered approved healer status unless:
    - (i) The person has completed the Guild of Spiritualist Healers healing course and
    - (ii) The person has satisfactorily completed the prescribed minimum training hours.

27.5 Training of Healers

The training of the healers shall be the responsibility of the healing guild leader and the executive committee.

Rule 28. Rights of Representatives of the Union

28.1 Attendance at Meetings

A member of the executive committee, the secretary and any other representative of the SNU whose credentials are authenticated by a member of the executive committee or by the secretary shall be entitled to attend and speak at any meeting of the Church.

28.2 Access to Records

The auditors of the SNU or other qualified persons appointed for the purpose shall have at the request of the SNU/Church or of members of the Church on terms and conditions prescribed in the Rules for all Churches of the SNU a right of access to the books, accounts and vouchers of the Church.

Rule 29. Complaints

29.1 Disputes Arising under Constitution

This rule applies to:

- (a) Disputes between members, and
- (b) Disputes between the Church and one or more members that arise under the constitution or relate to the constitution.

29.2 Referral to Committee

Any complaint arising within a Church/Centre shall in the first instance be referred to the committee, which shall as soon as possible endeavour to resolve the matter.

29.3 Referral to SNU Executive Committee

If the complaint is not resolved in accordance with Rule 29.2, then the matter may be referred by any party thereto to the executive committee secretary to be dealt with in accordance with the provisions as set out within these Rules.

29.4 Inability to Resolve Dispute

If the dispute cannot be resolved under Rule 29.2 & 29.3, any party to the dispute may apply to the SNU UK or Administrative Tribunal to determine the dispute in accordance with the Association Act or otherwise at law.

Rule 30. Affiliation with the Union

30.1 General

- (a) The Church/Centre and its members are bound by the constitution and regulations of the SNU in the same manner as if they were members of the SNU.
- (b) The Church must not be in affiliation or association with, or in membership of any other Incompatible organisation.

30.2 Disaffiliation

The Church/Centre shall remain in affiliation with the SNU UK until a special resolution withdrawing from the SNU has been passed at two special general meetings held not less than twelve months apart, the following procedure having been duly observed and authenticated in such manner as the executive committee may require:

- (a) The first meeting must be convened upon receipt of a requisition signed by one-third or 6, whichever is the smaller, of the full members. The requisition must include the precise terms in which the resolution to disaffiliate is to be moved.
- (b) On receipt by the president or executive secretary of such requisition, a special general meeting shall be convened for a date within seven weeks.
- (c) For each meeting, twenty-one (21) days' notice in writing together with a copy of the resolution to be moved must be given to each full member, announcement in the Church not being sufficient. Similar notice sent by recorded delivery must be given to the secretary in order that the SNU may appoint a representative to attend and speak thereat.
- (d) No amendment may be moved to the resolution.
- (e) Voting shall be by ballot. Each full member present shall be entitled to one vote. Proxy votes shall not be allowed.
- (f) Three-fourths (3/4) of the full membership as at the date of each meeting must attend and vote on the resolution.
- (g) At each meeting the resolution must be carried by three-fourths (3/4) majority of the full membership as at the date of the meeting.

- (h) The representative of the SNU appointed to attend each meeting must be provided with such evidence as may be reasonably required to satisfy that all the foregoing conditions have been met.
- (i) The representative of the SNU must be permitted to speak on each resolution.
- (j) Written notification sent by recorded delivery of the result of each resolution (authenticated in such manner as the executive committee may require) has been received by the executive secretary.

30.3 Misconduct of Affairs

Any Church/Centre that in the opinion of the executive committee:

- (a) Fails to conduct its affairs in accordance with the terms of affiliation for the time being laid down in the SNU Constitution and Rules for all Churches for the time being in force; or
- (b) No longer adheres to the Seven Principles; or
- (c) Is no longer an effective organisation; or
- (d) Has acted in a manner prejudicial to the good name of the SNU or detrimental to an affiliated or associated body of the SNU; or
- (e) Inculcates principles or practices antagonistic to the SNU

shall become the subject of enquiry by the SNU. The SNU may close the Church/Centre for a temporary period while an investigation is being held. The report of such enquiry together with a recommendation shall be forwarded for consideration by the executive committee, which shall decide upon the appropriate action to be taken. During the period of investigation, the SNU or its nominated committee may take over the running of the Church.

Rule 31. Notice to Members

31.1 Legal Requirements

Except as otherwise provided in these rules, notice in relation to this constitution shall be delivered in writing to every member of the Church/Centre and publicly displayed on the Church/Centre notice board; otherwise, it has no legal effect.

31.2 Address of Member

Any notice required by these rules to be delivered to a member shall be deemed to have been properly given if delivered/mailed to their nominated address; or sent by email or other method of electronic communication (incl. facsimile transmission) to the nominated electronic address of the addressee.

31.3 Accidental Failure of Notice

A meeting or resolution shall not be invalidated by reason only of the accidental failure to deliver notice to a particular member.

31.4 Service of Notice

Delivery of notice shall be deemed effective under this constitution when it is handed to the recipient or deposited/mailed/emailed to their last-known address as recorded on the members register.

Rule 32. Dissolution of Church

32.1 Cessation of Activities, Winding up and Cancellation of Incorporation

- (a) The Church may cease its activities and have its incorporation cancelled in accordance with the Association Act if the members resolve by special resolution that the church is to:
    - (i) Apply to the Commissioner seeking the cancellation of the church's incorporation, or
    - (ii) Appoint a liquidator to wind up the church's affairs.
- (b) If the Church has outstanding debts or any other outstanding legal obligations, or is a party to any current legal proceedings, the church must be wound up under Rule 32.1(a)(ii) before cancellation of incorporation can take place.

32.2 Distribution of Surplus Assets

- (a) Subject to the Association Act, any other applicable law and any court order, any surplus assets (property or monies) that remain after the Church is wound up shall be distributed to one or more not-for-profit organisations that:
    - (i) Possess an object and charitable purposes similar to, or inclusive of, the object and charitable purposes of the Church as set out in Rule 4, and
    - (ii) Which also prohibit the distribution of any surplus assets to members to at least the same extent as, or more than, the Church.
- (b) The decision as to the not-for-profit organisation or organisations to receive the surplus assets of the Church shall be made by special resolution of members at or before the time of winding up.
- (c) If the members do not make the decision set out in Rule 32.2(b), the church may make application to the Courts of Western Australia and request that the courts make this decision.
- (d) Alternatively, the Surplus assets would be distributed to another SNU church within Australia, or to the SNU UK.

32.3 Surplus Assets Not to Be Distributed to Members

If the church is wound up, any surplus assets must not be distributed to a member or a former member, unless that member or former member is an entity described in Rule 32.2.

Rule 33. Amendments/Additions to these Rules

- (a) The SNU may amend or add to these rules by special resolution, but such amendments or additions shall not become operative unless and until approved in writing by the executive committee, and the required documents lodged with the Commissioner, and written approval received by the association.

- (b) A constitution amendment changing the name or object/purpose does not become effective until the required documents are lodged with the Commissioner and the Commissioner's written approval to the changes has been received by the association.
- (c) No amendment or addition, however made, shall be valid if the effect thereof would be to impugn the status of the Church as a religious charity or to render the objects of the Church not wholly charitable.
- (d) When any changes are made to the constitution, members must receive a revised copy.

SCHEDULE 1

Code of Administrative Practice and Useful Information

The following information is provided for the guidance of SNU/Church officers and committees in the discharge of their duties and to assist all full members in their understanding of the work of the Church.

Rule 4: Recognition & Registration

- **Recognition:** An SNU Church is recognised as a religious charity; further information and advice in connection with the Church's charitable status and the benefits therefrom can be obtained from the S.N.U. of W.A. Inc. Executive Committee.
- **Registration:** A Church/Centre, if not already registered as a place of religious worship, may be eligible to be registered for this purpose and subsequently for the solemnisation of marriages and for the appointment of Authorised Persons for Marriages; further information in this connection can be obtained from the SNU Secretary (S.N.U. of W.A. Inc. Executive Committee). Each Church/Centre should display in a prominent place within the Church any Certificates in respect of such registration.

Rule 6: S.N.U. Seven Principles & Membership Roll Book

- **Seven Principles:** The SNU Seven Principles should be displayed in a prominent place within the Church/Centre.
- **Membership Roll Book:** A membership roll book shall be kept in each Church/Centre. It is important that the entry in the Membership Roll Book includes the name and address of the member at the time of signing and the date of such signing.

Rule 7: S.N.U. Constitution Copies & Certificate of Affiliation

- **S.N.U. Constitution Copies:** All Churches/Centres should hold an up-to-date copy of the SNU Rules for all Churches. The Church shall provide, free of charge, a copy of the constitution then in force (either a hard copy or an electronic copy), to each member at the time their membership commences.
- **Certificate of Affiliation:** A Certificate of Affiliation has been prepared by the SNU for issue to all affiliated bodies, and all Church/Centres should display this Certificate in a prominent place within the Church/Centre.

Rule 9: Membership Forms & Ceremonies

- **Membership Forms:** Application forms to become an Associate member of the SNU are available at each Church/Centre.
- **Invitation into Full Membership:** Before an invitation to full membership is extended, the committee should satisfy itself that the person concerned has a basic knowledge of SNU Spiritualism and is aware of and has accepted the implications of membership and the commitment they are making to the Church/Centre.
- **Full Membership Ceremony:** A formal service for receiving associate members into full membership of a Church/Centre can be presented as part of a normal service.

Rule 10: Financial Accounts

A Receipts and Payments Account is not a satisfactory substitute for an Income and Expenditure Account as required under the Rules for all Churches. A receipts and payments account merely records incomings and outgoings without distinction between capital income and expenditure and ordinary income and expenditure, it does not make allowance for accruals and prepayments belonging to another accounting year, and it does not make it possible to arrive at any true figure for a surplus or deficit on the year's accounts; in addition, it does not make it possible for a proper Balance Sheet to be constructed, i.e. balancing off the Church's assets against its liabilities.

Rule 11: Authentication of Special Resolution

The written notification to the executive secretary of the result of any special resolution of the Church/Centre must be authenticated by the signature of the chairperson of the special general meeting at which the special resolution was passed and the signature of the Church Secretary.

Rule 14: Vice-President Seniority

Where there is more than one vice-president, a procedure for establishing their seniority should be determined by the committee.

Rule 16: Nomination Forms & Validation

- **Nomination Forms:** Forms for nominations of officers and committees are sent out to each member with the official annual general meeting notification. These should be signed, dated and returned.
- **Validation of Nomination Forms:** Immediately after the close of nominations, any sealed box used should be removed to a secure location for processing by the duly appointed persons.

Rule 20: Records, Financial Reports, Insurance & Returns

- **SNU Church Account Records:** An electronic system is used to record all church records, and 2 copies are archived for safety and future reference.
- **Financial Report to Committee:** The financial report to the Committee shall contain, as a minimum, a statement of receipts and payments for the period since the previous meeting of the committee and a list of all investments and monies currently held, including cash in hand.

- **Insurance:** Churches/Centres are strongly advised to ensure their premises (if owned) and effects are insured through a reputable insurer; details of the policy are held with the Treasurer.
- **Monthly Church Returns:** Church/Centre is required to complete the monthly Income and Expenditure forms and submit them at the end of each month.
- **Minutes:** Minutes from executive and general meetings are to be typed, signed by the president, scanned and an electronic copy kept for reference.

Rule 27: Courses in Spiritualist Healing

Full information on Spiritualist healing courses can be obtained from the Leader of the Guild of Spiritualist Healers.

Rule 30: Authentication of Special Resolution

The written notification to the executive secretary of the result of any special resolution of the Church/Centre must be authenticated by the signature of the chairperson of the special general meeting at which the special resolution was passed and the signature of the Church Secretary.

Rule 31: Delivery of Notice

All references to delivery shall mean sending the notice through the post, by email or handing it to the recipient personally or depositing it at the person's last-known address.

SCHEDULE 2

Standing Orders for General Meetings

1. General

- (a) No business shall be transacted at any general meeting unless a quorum of one-third or 6, whichever is the smaller number, of full members is present at the time when the meeting proceeds to business. If within thirty minutes from the time appointed for the meeting a quorum is not present, the meeting shall be reconvened at a later date. If within thirty minutes from the time appointed for the meeting on such later date a quorum is not present, then, if convened upon the requisition of members, the meeting shall be dissolved, and in any other case the members present shall be a quorum.
- (b) The business of general meetings shall be conducted in accordance with the Rules for all Churches and with these Standing Orders. On points of interpretation and in cases not provided for, the chairperson shall give a ruling.
- (c) A motion for suspension of the whole or any part of these Standing Orders shall not be accepted.

2. The Chair

- (a) The chair at all general meetings shall be taken by the president, who failing, by one of the vice-presidents (in order of seniority in that office), who failing, by the financial secretary or executive secretary. If none of the foregoing is present or willing to preside, the members of the committee who are present shall choose one of their number to preside, who failing, the chair shall be taken by a member elected by the meeting or a member of the executive committee upon invitation.

- (b) The chairperson may nominate, in order of preference of the preceding Standing Order, an acting chairperson to preside for any part of a meeting during the chairperson's temporary absence from the chair.
- (c) The chairperson shall vacate the chair if the person wishes to take an active part in any proceedings of a controversial nature.

3. Order of Business

- (a) Unless otherwise decided by the chairperson, the order of business shall be:
    1. Welcome.
    2. Apologies for absence.
    3. Appointment of tellers and scrutineers.
    4. Reading and adoption of minutes.
    5. Matters arising from minutes.
    6. President's address.
    7. Reports by Secretary, Treasurer and other Officers in the order determined by the Chairman.
    8. Presentation of Income and Expenditure Account, Balance Sheet and Auditors' Report (annual general meeting only).
    9. Elections and Appointments (annual general meeting only).
    10. Motions of which notice has been given.
    11. Other motions, if allowed.
    12. Any other business.
- (b) The elections at the annual general meeting may be taken concurrently with other items on the agenda if at the instance of the chairperson the meeting so decides.

4. Rules of Debate

- (a) No member shall address the meeting without first obtaining permission and direction from the President or chairperson and shall address the chair.
- (b) The president/chairperson may remain seated, but members addressing the meeting shall stand.
- (c) Members speaking shall confine themselves to the question under debate and avoid personalities and indecorous language.
- (d) The mover of a motion shall be allowed five minutes in which to introduce the motion and three minutes to reply at the end of the debate. All other speakers, including the seconder, shall be allowed three minutes. These times may be extended at the discretion of the Chairperson.
- (e) No new matter shall be introduced in the reply, and all speakers should avoid tedious repetition and trivia.

- (f) Questions must be directed to the Chairperson, and he may direct the mover to reply. Such reply should not exceed 2 minutes and shall be confined to the question alone.
- (g) Members wishing to move a motion or address the meeting must advise the President before the meeting to ensure that such intention has the approval of the President and is placed on the agenda.

5. Motions

- (a) Every motion, other than one in the exact terms included in the circulated agenda or a formal or routine motion, shall be submitted in writing and signed by the mover and seconder and shall be read out by the chairperson both immediately after it is moved and again before it is put to the vote.
- (b) The chairperson shall disallow a motion or an amendment which has not been included in the circulated agenda if in the chairperson's judgment the subject matter is such that no vote ought to be taken thereon until notice has been given to all members.
- (c) The chairperson shall disallow a motion or an amendment which the chairperson considers to be of an objectionable or frivolous nature.
- (d) When a motion has been defeated, no motion to the same effect shall be brought forward at the same meeting.
- (e) A motion shall lapse if not moved when called by the chairperson or if less than a quorum votes thereon, unless it is carried or defeated by the number of votes necessary to carry or defeat the motion, if a quorum had voted. Except by leave of the chairperson, a motion that has lapsed may not be reintroduced until due notice has again become effective.
- (f) A declaration by the chairperson that a motion has been lost or carried shall be conclusive unless challenged before the meeting proceeds to the next business.

6. Amendments

- (a) A motion may be amended by:
    - (i) Omitting words
    - (ii) Adding or inserting words
    - (iii) Striking out certain words and substituting others
    - (iv) Striking out all the words after the first ("That") and substituting others dealing with the same object.
- (b) An amendment must be relevant to the motion and not contradict it.
- (c) When amendments have been lost, the original motion shall be put.
- (d) When amendments have been carried or agreed to, the original motion as amended shall be put as the substantive motion.
- (e) Formal corrections made necessary by amendments may be made by the chairperson.